

**DUTY STATEMENT**  
DSH3002 (Rev. 01/2020)



California Department of  
**State Hospitals**

*Box reserved for Personnel Section*

		<b>RPA #</b>	<b>C&amp;P Analyst Approval</b>	<b>Date</b>
<b>Employee Name</b> Vacant		<b>Division</b> Hospital Strategic Planning & Implementation		
<b>Position No / Agency-Unit-Class-Serial</b> 461-515-5393-XXX		<b>Unit</b> Patient Management Unit		
<b>Class Title</b> Associate Governmental Program Analyst		<b>Location</b> Sacramento		
<b>Subject to Conflict of Interest</b>  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<b>CBID</b> R01	<b>Work Week Group:</b> No	<b>Pay Differential</b> No
<b>Briefly (1 or 2 sentences) describe the position's organizational setting and major functions</b> Under direction of the Staff Services Manager II in the Patient Management Unit (PMU), the Associate Governmental Program Analyst will support the IST Re-evaluation Services Program, as well as other waitlist management and reduction efforts for the Department of State Hospitals (DSH). This role requires significant collaboration and coordination with county partners, DSH staff across facilities, contractors and external stakeholders.				
<b>Must pass Live Scan (fingerprint) background check from Department of Justice (DOJ).</b>				
<b>% of time performing duties</b>	<b>Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first; percentage must total 100%. (Use additional sheet if necessary).</b>			
45%	<u>IST Re-evaluation Services: Program Support</u> <ul style="list-style-type: none"> <li>Coordinates IST referral packets to submit to IST re-evaluation team.</li> <li>Reviews data on a regular basis and works with other program staff within PMU or other divisions to resolve discrepancies, clarify circumstances, notate additional concerns, or other appropriate action as specific to the individual's case.</li> <li>Communicates closely with facility (state hospitals and Jail-Based Competency Treatment/Admission, Evaluation &amp; Stabilization programs) staff to keep them apprised of any impact to their scheduling queues, or other pertinent information.</li> <li>Develops and presents recurring reports to PMU management, utilizing visualizations, data analysis, and narrative as appropriate.</li> <li>Facilitates meetings with program partners, including scheduling meetings, creating and distributing agendas, preparing minutes, and following up on action items as necessary.</li> <li>Collaborates with other program staff in PMU as well as individuals in the Forensic Services Division, Research, Evaluation &amp; Data Unit, Technology Services Division, and Legal Division on an ongoing basis.</li> </ul>			
30%	<u>Case Management Support</u> <ul style="list-style-type: none"> <li>Manages, monitors and analyzes the centralized waitlist to ensure adherence to timelines and other legal and regulatory expectations.</li> </ul>			

	<ul style="list-style-type: none"> <li>• Performs Case Manager duties as requested by management including but not limited to: initiating admission schedulings in DSH applications, collating statutorily required documentation for packet completeness, submitting referrals for Clinical Review and facility placement, processing data changes as needed.</li> <li>• Provides consultation and guidance to Departmental facilities and stakeholders regarding the varying preadmission processes for all commitment types.</li> </ul>
20%	<p><u>Oversight &amp; Innovation</u></p> <ul style="list-style-type: none"> <li>• Identifies and reports on outstanding issues on referrals, transfers and returns; identifies areas of non-compliance through the utilization of key performance indicators and coordinates with PMU management to identify an appropriate action plan for resolution.</li> <li>• Researches and prepares action plans and proposals related to waitlist strategy and patient movement, including out-of-state models or other theoretical programs that may yield success at DSH.</li> <li>• Prepares written, analytical, and/or visualization of legislative proposals, bill analyses, budget change proposals, and other special projects as required.</li> </ul>
5%	Performs other related duties as required.
Other Information	<p>Must pass Live Scan (fingerprint) background check from Department of Justice (DOJ).</p> <p>Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials that may be explicit or graphic in nature and is expected to maintain confidentiality at all times.</p> <p>The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.</p> <p>Incumbent must comply with Government Code Chapter 3 State Employee Telecommuting Program [14200-14203] (Chapter 3 added by Stats. 1990, Ch. 1389, Sec. 1.) that disallows California state employees to reside out of state while performing their work duties.</p> <p>Up to 75% of the essential functions of this position may be performed via telework and/or flexible scheduling in accordance with DSH PD 5338. Although the ability may be granted, incumbent must be available to report to in-person mandated trainings and essential meetings.</p>

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

\_\_\_\_\_  
Employee's Signature

Date

\_\_\_\_\_  
I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date